



DATE PREPARED: 12/15

TITLE: Aquatics Supervisor

JOB PURPOSE: Oversee the management of the Shaw Park Aquatic Center and The Center of Clayton with a focus on maintaining exceptional staff performance and safety; create a comprehensive aquatic program for the Clayton community; and manage all contractual service agreements related to the Aquatic Centers.

REPORTS TO: Recreation Manager

JOB DUTIES:

1. Deliver a safe and excellent customer service experience to our residents, members and patrons.
2. Develop, implement, and evaluate policies and procedures for the Aquatic Centers, suggesting changes in current practices when necessary.
3. Oversee daily operations of the Center of Clayton Aquatic Center and Shaw Park Aquatic Center.
4. Create a comprehensive indoor and outdoor aquatic program for the Clayton community ensuring that the City is focused on current and market trends in the industry. Plan, coordinate, market and evaluate all aquatic programs for the department.
5. Manage all contractual service agreements and work extensively with outside user groups, organizations and the School District of Clayton Athletics and PE Department.
6. Interview, hire, train, supervise and evaluate Full-time Assistant Aquatics Supervisor and Part-time Aquatics Staff. Conduct staff meetings, in-service training, and continuing staff development programs for part-time aquatics staff.
7. Prepare and monitor the aquatics budget for both the City of Clayton and the Center of Clayton.
8. Assist with the inspection, monitoring and ensuring proper operation of the mechanical and electrical equipment of the filtration, chemical and UV systems in the filter rooms at the Center and the Shaw Park Aquatic Center.
9. Inspect all pools by visual and physical inspections for safety, aesthetic quality, and chemical/temperature controls. Adjust systems to correct any inconsistencies while on duty.
10. Maintain American Red Cross Aquatic Examiner Program documentation.

11. Perform risk management tasks for all aquatic areas based on industry standard.
12. Identify current member and market trends in the aquatic industry and act as the liaison between the aquatic staff and current aquatic research and theory.
13. Oversee the submittal, review, and maintenance of the information in the brochure and the recreation software system.
14. Manage the Shaw Park Aquatic Center Concessions Stand contract when applicable and act as the liaison between the contractor and the City of Clayton.
15. Assist with the coordination of swim meets and other aquatic center special events.
16. Instruct classes as needed; fill in for shift workers when necessary.
17. Assist in the supervision of The Center of Clayton by sharing in night and weekend supervisor responsibilities.
18. Assist in enhancing communication with Welcome Desk.
19. Assist with special events as needed.
20. Perform other duties as assigned.

JOB QUALIFICATIONS:

1. Bachelor's Degree in Parks & Recreation or a closely related field from an accredited institution or equivalent experience and education. Master's Degree preferred.
2. Minimum three years experience in Parks and Recreation Administration and Aquatic management.
3. Current American Red Cross Lifeguarding, CPR/AED for the Professional Rescuer and Healthcare Provider or equivalent from a national certification organization. American Red Cross WSI required within six months of employment. LGI certification preferred.
4. CPO or AFO certifications required within six months of employment.
5. Hepatitis A shot may be required within three months of employment.

CRITICAL SKILLS/EXPERTISE:

1. Knowledge of aquatic exercise, swim team coordination, swim program development and lesson programming, staff certification levels, pool mechanical and chemical systems, and aquatic event management.
2. Knowledge of community relations and marketing techniques.
3. Knowledge of aquatic facility operations management.
4. Knowledge of current programming trends.
5. Ability to effectively supervise and motivate staff.
6. Strong organizational and computer skills a necessity; proficient in Microsoft programs including Word, Excel and Outlook.
7. Ability to effectively communicate verbally and in writing.
8. Ability to interact with and maintain good relations with patrons, public and staff; excellent customer service skills.

PHYSICAL REQUIREMENTS OF THE JOB:

I. Job Requirements: (in terms of an eight (8) hour day)

| | | | | | | | | |
|----------|---|---|---|---|---|---|---|---|
| Sit | 1 | 2 | X | 4 | 5 | 6 | 7 | 8 |
| Stand | 1 | X | 3 | 4 | 5 | 6 | 7 | 8 |
| Walk | X | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Active | X | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Movement | X | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

II. Movements:

| Type of Movement | Seldom < 25% of the Time | Frequently 25%-75% of the Time | Continually > 75% of the Time |
|----------------------------|--------------------------|--------------------------------|-------------------------------|
| Bend/Stoop | X | | |
| Squat | X | | |
| Crawl | X | | |
| Climb | X | | |
| Reach Above Shoulder level | | X | |
| Kneel | X | | |
| Balancing | X | | |
| Pushing/Pulling | X | | |
| Repetitive Foot Movement | X | | |
| Repetitive Hand Movement | | X | |

III. Weight Carried:

| Amount in Pounds | Seldom < 25% of the Time | Frequently 25%-75% of the Time | Continually > 75% of the Time |
|------------------|--------------------------|--------------------------------|-------------------------------|
| 0-10 lbs | | X | |
| 11-24 lbs. | | X | |
| 25-34 lbs. | | X | |
| 35-50 lbs. | X | | |
| 51-74 lbs. | X | | |
| 75-100 lbs. | X | | |

IV. Weight Lifted:

| Amount in Pounds | Seldom < 25% of the Time | Frequently 25% - 75% of the Time | Continually > 75% of the Time |
|------------------|--------------------------|----------------------------------|-------------------------------|
| 0-10 lbs. | | X | |
| 11-24 lbs. | | X | |
| 25-34 lbs. | | X | |
| 35-50 lbs. | X | | |
| 51-74 lbs. | X | | |
| 75-100 lbs. | X | | |

V. Job Requires:

| Requirements | Yes | No |
|--|-----|----|
| Working on unprotected heights | | X |
| Being around moving machinery | X | |
| Exposure to marked changes in temperature and humidity | X | |
| Wearing of personal protective equipment | X | |
| Driving automotive equipment | X | |

VI. Potential Exposures:

A. Physical: Extreme weather and temperature changes; lifting, pulling and pushing items; and use of tools.

B. Chemical: Pool Chemicals, Cleaning Chemicals, Ammonia, Office Supplies.

C. Biological: Insects, Human Waste, Blood, Possible Blood Borne Pathogens.

VII. Discuss the job requirements for the following, including whether a disability could be reasonably accommodated.

A. Vision: Cannot be reasonably accommodated due to specific nature of the job (Supervision of pools and swimmers).

B. Hearing: Could be reasonably accommodated with proper equipment.

C. Speech: Could be reasonably accommodated with proper equipment

VIII. Is the work area currently accessible to individuals in a wheelchair or other assistive equipment? What accommodations could be made?

Reasonable accommodations could be made in relation to work area and duties.